2019 Weighted/Graded Assessment Center (AC) Process Vendor Municipality Civil Service Unit, HRD Enters requisition for examination 3 months before written exam date. Receives requisition and sends Delegation Agreement to municipality for signature. Appointing Authority signs Delegation Agreement and returns to the Civil Service Unit (CS). HRD signs Delegation Agreement and final copy is sent to municipality. Appointing Authority completes and signs the Eligibility Listing and Posting Uses job analysis to Certificate for written exam component create and validate an and both are attached to exam AC program. requisition. Vendor is hired. **Completes AC Details** Form and submits to CS at least 8 weeks before desired AC date. CS agrees or requests a new AC date. Reviews vendor's plan for AC, works with vendor for any changes needed. Candidates take written exam and complete Education and Experience claim. Education and Experience being calculated and statutory preferences are compiled. CS notifies town of the passing candidates. Administers AC to candidates and sends Releases scores to candidates. results to HRD After 17 day Experience request for review period has been exhausted, post eligible list online.